



Town of Arlington

John D. Leone, Moderator

51 Irving St.

Arlington, Massachusetts 02476

Telephone: (781) – 648 – 2345

(781) – 641 – 3546

JLeone@town.arlington.ma.us

April 10, 2018

RE: Town Meeting Procedures

Dear Town Meeting Members:

Welcome to the Town of Arlington's 212th Annual Town Meeting. Thank you for keeping the debate at last year's Annual on topic, focused, thoughtful, well delivered and within the scope of the articles. Let's keep it up this year and hold true to our civility pledge, as we carefully consider the Articles before us.

Arlington's Town Meeting is conducted in accordance with Massachusetts General Laws, our Town By-Laws, traditions, customs and practices that we have followed for many years, with guidance provided by the principles and rules of conduct contained in *Town Meeting Time, a Handbook of Parliamentary Law*. Copies of *Town Meeting Time* can be purchased for \$25.00 each. If you would like a copy, please bring a check payable to the Massachusetts Moderators Association to the first meeting, or purchase one online at: www.massmoderators.org.

We will again use a "Consent Agenda" for noncontroversial, no action and housekeeping Articles. We will conduct one vote, electronically, on all of the articles at once. Attached is a list of the Consent Agenda Articles and Procedure.

In order to provide your fellow Town Meeting Members with ample time and opportunity to fully prepare for each Article, it is required that all substitute motions and substantial amendments to motions must be submitted both electronically to me at JLeone@town.arlington.ma.us and in writing, by placing a signed copy on each member's chair and by providing the original and two copies to the Moderator, no later than the commencement of the session before which the Article is expected to be considered. The Moderator may allow exceptions to this advance filing requirement in cases of motions that are short, clear, concise and easy to understand, but such exceptions are within the exclusive discretion of the Moderator. The only blanket exception to the 48 hour rule, will be for Articles considered at the first session, April 23th. It is suggested that prior to April 17th you e-mail your Substitute Motions to both Town Counsel, Doug Heim at DHeim@town.arlington.ma.us and to me for legal review and to allow for a determination, by me, on the scope of the substitute motions.

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Please join the Town hosted Town Meeting Members email list serve for the prior electronic distribution of materials by visiting: <http://arlingtonma.gov/communications-center/email-subscription-lists>. At the bottom of the page select the "Town Meeting Members" box to subscribe. The list is not for debate. You are required to send all substitute motions and supporting documents to me for a review of appropriateness and for posting.

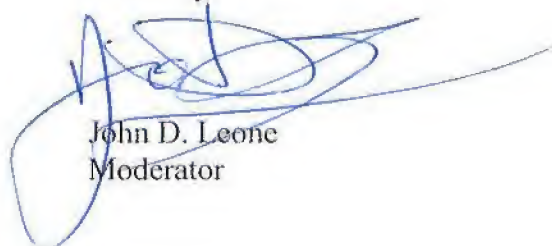
If it is your intention to utilize a Power Point or other computer aided presentation you are required to provide the computer files to Kristin DeFrancisco, Town Manager's office, KDeFrancisco@town.arlington.ma.us, prior to the meeting. If you wish it to appear on ACMI's cablecast, then you should also contact Sean Keane of ACMI at 781-777-1115, sean.keane@acmi.tv. Prior contact is critical to resolve all format and connectivity issues. It is urged that you contact them as soon as possible.

As provided by our Bylaws, Article 1, §7 (c), a speaker on each article is limited to a 7 minute period of time to speak upon their first time being called, and 5 minutes on their second trip to the microphone, all speakers for reports and announcements are limited to 4 minutes. To be fair to your fellow Town Meeting Members and hear all points of view, I ask that you not request to speak for a second time until all others have had a chance to speak once. I would like to quote Mr. Jim Doherty, Andover's Moderator until the age of 90, upon the question of time limits for speakers, ***"I don't have a formal limit, but I did tell the meeting that about three minutes is enough for anyone. After five, you put them to sleep. After seven, they're going to vote against you even if they agree with you"***. I urge you to take his sage advice to heart and remember if a point has been made once, there is no need to repeat the point.

As a matter of courtesy to our Department Heads, Boards and Committee Members, if you have a specific question, or information request of one of them, please discuss the question or information request directly with the appropriate person well in advance so that they can gather and prepare the information. All Department Head email and telephone numbers are freely available on the Town's Website. It is hoped that this will eliminate Articles being tabled or postponed due to a lack of information, and also eliminate the placing of an individual in an awkward position or begin set up for failure.

I have attached hereto the Parliamentary Guide and the Oath of Office for your review prior to being sworn in. If you have any questions, please contact me at your convenience. Finally, I will be conducting a Town Meeting Member Orientation and Warrant Review on April 17th, 2018 at 7:30 p.m. in Lyons Meeting Room at Town Hall. Please join me.

Sincerely



John D. Leone
Moderator



Town Of Arlington

2018 Annual Town Meeting Consent Agenda

The Consent Agenda will consist of following Articles. Just as we do with the Budgets, I will read through all of the Articles, if you wish to have a particular Article removed call out "hold" and I will remove the Article from the Consent Agenda. Otherwise we will take one electronic vote on all of the Articles. The recorded vote for each Article will be the recommended vote in the appropriate reporting Committee or Boards' report. The Votes will be recorded as a vote on each individual Articles.

I have chosen Articles that have either a No Action recommended Vote, articles which I anticipate will have no debate, or are housekeeping Articles that we pass each year by a unanimous vote.

The Articles on the Consent Agenda are as follows.

ARTICLE 15: Bylaw – Noise Abatement

ARTICLE 17: Bylaw – Demolition of Historic Structures

ARTICLE 22: Acceptance Local Option Taxes

ARTICLE 25: Acceptance of Legislation/Increase of Survivors Benefits

ARTICLE 26: Position Reclassification

ARTILCE 31: Rescind Borrowing Authorization from Prior Years *(2/3rds Vote required)*

ARTICLE 32: Appropriation Reconstruction of Sewers *(2/3rds Vote required)*

ARTICLE 33: Appropriation Reconstruction of Water Mains *(2/3rds Vote required)*

ARTICLE 35: Appropriation Committees and Commissions

ARTICLE 36: Appropriation Town Celebrations

ARTICLE 37: Appropriation Miscellaneous

ARTICLE 38: Appropriation Water bodies

ARTICLE 40: Appropriation Harry Barber Community Service Program

ARTICLE 41: Appropriation Pension Adjustment

ARTICLE 42: Appropriation Other Post-Employment Benefits Trust Fund (OPEB)

ARTICLE 43: Appropriation Overlay Reserve

ARTICLE 44: Appropriation Cemetery Funds

ARTICLE 45: Appropriation Free Cash